

Exam: Food Service Supervisor, Correction 8/2017

The test for this position is an evaluation of your related background. Questions #1-#7 are minimum qualifications for this position.

Some questions require narrative responses. For each item, describe all of your related education, training, and experience. For any education and training, describe the course title (s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates.

Question #6 and 7 are pass/fail and must be supported in your application.

Question #8 is REQUIRED. Please copy/paste your resume into the space provided. Do not leave this question blank. Your resume response must support your exam answers.

For some items, typical guides are provided indicating the minimum standards required.

Your resume or work history must validate the responses you provide. This information will be provided to the hiring supervisor when making a hiring decision. Inaccurate information may result in your removal from this register.

This work involves close daily inmate contact and is often performed in the absence of security staff. Work involves varying shifts, some irregular work schedules, and lifting and carrying objects weighing up to 50 pounds. You may spend up to eight hours per day on your feet monitoring kitchen and dining rooms in a correctional facility.

1. How have you gained some knowledge of supervision?

Select the answer that best fits your knowledge of supervision. You must possess the experience, education or training in A, B or C in order to qualify. Your resume must support your response.

Supervision of offenders is non-qualifying

- ☐ A. I have completed a class or seminar which was more than 1 day specifically covering supervisory practices; OR completed a college course covering supervisory practices; OR I have at least three (3) months experience as a leadworker or supervisor that involved work assignment, direction, and monitoring of staff
- ☐ B. I have at least six (6) months experience as a leadworker or supervisor that involved work assignment, direction, and monitoring of staff; OR six (6) months experience as a Field Training Officer (FTO) that involved work assignment, direction and monitoring performance of at least two (2) staff within the last five (5) years
- ☐ C. I have at least one (1) year of experience as a a leadworker or supervisor that involved work assignment, direction, and monitoring of staff; OR one (1) year experience as a Field Training Officer (FTO) that involved work assignment, direction and monitoring performance of at least four (4) new hires within the last five (5) years
- ☐ D. I do not have the experience, education, or training listed above

2. Please describe how you have gained some knowledge of the principles of nutrition.

This is typically gained by Completion of at least 3 credits of college-level coursework or a certification program that covered the principles of nutrition; OR at least six months of full time work experience applying those principles in an institutional food service setting

Please be detailed in your response. If you have college courses, list the name of the course, the subject and how many credits were earned. If you have a certification, list the name of the certification and how you obtained it. If you have relevant work experience, list the month and year the work experience started and ended.

Answer

3. Please describe how you obtained some knowledge of sanitation and safe food handling practices of an institutional food service operation.

Typically gained by completion of a ServSafe or equivalent certification AND at least six months of full time work experience in a food service operation OR at least one year of full time work experience in a food service operation where proper sanitation and safe food handling practices were a primary job responsibility.

Include any experience working in an institution where you were responsible for the inspection and/or training of food service staff.

Answer

4. Describe your experience preparing and serving large volumes of food in an institutional setting.

Typically gained by at least one year of paid professional experience within the last five years, preparing and serving large volumes of food in an institutional setting such as a prison, hospital or school.

Include in your response any experience, training or education you have in the culinary arts and your experience supervising or managing food preparation and service staff in an institutional setting.

Answer

5. Describe your experience using and maintaining equipment in an institutional food service operation.

Typically gained by at least one year within the last 5 years of full-time work experience using and maintaining equipment in an institutional food service operation.

- ☐ At least one year of full-time work experience within the last five years using and maintaining equipment in a large-scale institutional food service operation.
- ☐ At least two years of full time work experience within the last five years using and maintaining equipment in a large-scale institutional food service operation.
- ☐ At least five years of full time work experience using and maintaining equipment in a large-scale institutional food service setting.
- ☐ I do not have the experience listed above.

6. I have at least six months of experience using Excel to generate reports, OR have completed a word processing, spreadsheet or database class within the last two years which included Excel.

- ☐ Yes
- ☐ No

7. Choose the option below which best describes your POST Certification in Basic Correction.

Idaho law requires Correctional officers hired after July 1, 2005 to become Idaho POST Certified in basic correction.

Please reference POST Minimum Standards for Certification.

<https://adminrules.idaho.gov/rules/current/11/1101.pdf>

- ☐ I am not eligible or willing to become Idaho POST Certified in Basic Correction.
I meet the Minimum Standards for Idaho POST Certification per IDAPA 11.11.01 and
 - ☐ I am willing to become POST Certified in Basic Correction within one year of my hire date.
 - ☐ I am Idaho POST Certified in Basic Correction.
I was hired by the Idaho Department of Correction or at Idaho Correctional Center
 - ☐ (CCA) prior to July 1, 2005 and I have been grandfathered into this requirement per IDAPA 11.11.04.052.01.
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8. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Links will not be accepted. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.

Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), and the name of the employer(s) where you worked in this capacity.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below. Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.

9. How have you gained some knowledge of supervision.

Select the answer that best fits your knowledge of supervision. You must possess the experience, education or training in A, B or C in order to qualify. Your resume must support your response.

- ☐ A. Completion of Leadership 200 and two (2) years supervisor experience; OR three (3) years' supervisory experience
 - ☐ B . I have at least two (2) years' supervisor experience; OR one (1) year supervisor experience and completion of Leadership 200; OR Completion of Leadership 200 and six (6) upper division college level credits that cover supervisory practices
 - ☐ C. I have at least one (1) year supervisory experience; OR six (6) months supervisory experience and completion of Leadership 100; OR completion of Leadership 100 and three (3) college level upper division credits that cover supervisory practices
 - ☐ D. I do not have the experience, education, or training listed above.
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